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MONTANA

STATE-WIDE COST ALLOCATION PLAN

**FISCAL YEAR
ENDING JUNE 30, 1978**

79-26

Musgrave, Tracy



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Office of the Governor

Budget and Program Planning

Capitol Building - Helena, Montana 59601

Thomas L. Judge
Governor

Michael G. Billings
Director

January 4, 1977


Richard L. O'Brien
Assistant Regional Director for Management and Finance
Department of Health, Education and Welfare
Federal Office Building
1961 Stout Street
Denver, Colorado 80202

Dear Mr. O'Brien:

Submitted herewith is the Cost Allocation Plan for the State of Montana for the fiscal year ending June 30, 1978, in accordance with the provisions of GSA Federal Management Circular FMC 74-4.

Because of the high cost of generating the computer run on accounting transactions, the 1973 actual transaction count has been used to allocate the cost of the Accounting and Management Systems Division. The relative stability of agency operations during the intervening years should make any errors negligible.

Respectfully submitted,

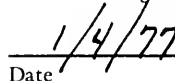

Michael G. Billings
Director

**CERTIFICATION BY STATE BUDGET OFFICER OR OTHER RESPONSIBLE
STATE OFFICIAL—STATEWIDE COST ALLOCATION PLAN**

I hereby certify that the information contained in the Montana Statewide Cost Allocation Plan for the fiscal year ending June 30, 1978, is correct and that the State of Montana has authorized me, as its representative, to file this plan. I further certify that a consistent approach has been followed in treating a given type of cost as direct or indirect, and that in no case have costs charged as direct to federal programs been included in the indirect costs reflected in the plan which I have submitted.



Michael G. Billings, Director
Office of Budget and Program Planning

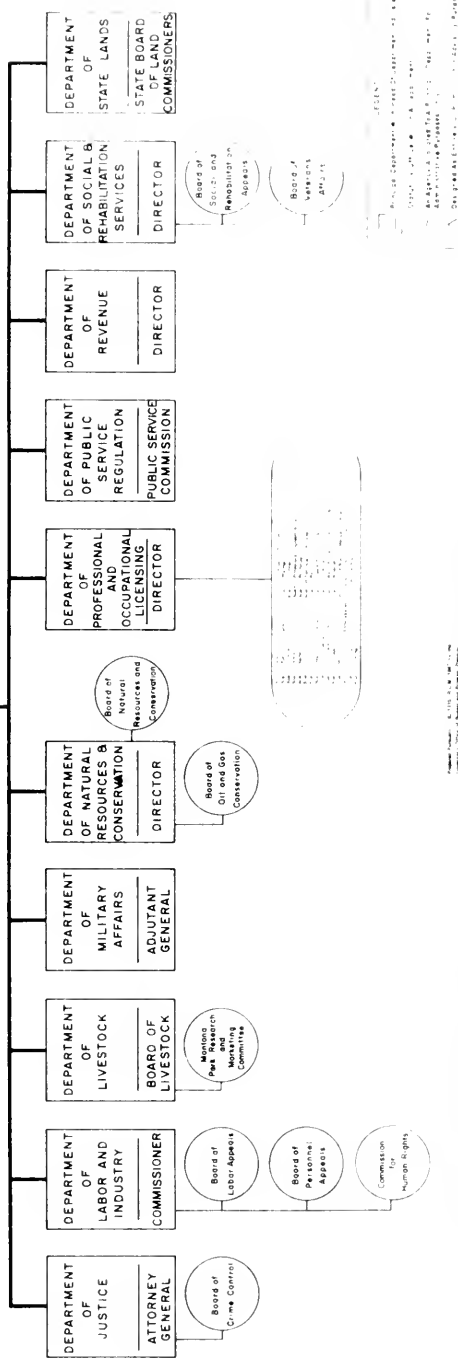


Date

MONTANA COST ALLOCATION PLAN

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DEPARTMENT OF ADMINISTRATION

ACCOUNTING DIVISION

COST ALLOCATION

Actual Fiscal Year 1976

The Accounting Division of the Department of Administration is responsible for the daily processing of all Statewide Budgeting and Accounting System documents submitted by agencies and subsequent distribution of the month-end financial reports derived from these documents. The major goal of this Division is to provide timely processing of daily documents and complete and accurate financial reports to assist in carrying out the operation of state government.

Costs are allocated on the basis of accounting transactions per agency.

	Total Cost	Not Allowable	Allowable
Operational	\$409,822	\$ 0	\$409,822
Equipment	4,383	4,383	0
Central Administration ¹	<u>7,063</u>	<u>0</u>	<u>7,063</u>
Total	<u>\$421,268</u>	<u>\$ 4,383</u>	<u>\$416,885</u>

¹ The Central Administration Program provides supervision and coordination of the various activities of the Department of Administration. The \$130,806 operating cost of this program has been prorated to the Department's programs based on the cost of operations of each program. Approximately 47% of the Department's programs are included in the indirect cost pool.

MONTANA COST ALLOCATION PLAN

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ACCOUNTING DIVISION

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION		ROLL FORWARD		Fixed Per
	\$703 Per Transaction		Actual		Agreement
	Transactions	Amount	FY 74	Adjustment	FY 78
ELECTED OFFICIALS					
Governor	7,906	\$ 5,555	\$ 5,576	\$(21)	\$ 5,534
Superintendent of Public Instruction	29,404	20,659	20,738	(79)	20,580
ADMINISTRATION, Department of	25,493	17,911	17,979	(68)	17,843
AGRICULTURE, Department of	6,744	4,738	4,756	(18)	4,720
COMMUNITY AFFAIRS, Department of	12,123	8,517	8,550	(33)	8,484
EDUCATION					
Agricultural Experiment Station	7,908	5,556	5,577	(21)	5,535
Cooperative Extension Service	1,399	983	987	(4)	979
Deaf and Blind, School for	3,381	2,376	2,385	(9)	2,367
Eastern Montana College	4,926	3,461	3,474	(13)	3,448
Commissioner of Higher Education	828	582	584	(2)	580
Historical Society	3,654	2,567	2,577	(10)	2,557
Library Commission	2,135	1,500	1,506	(6)	1,494
Montana Arts Council	611	429	431	(2)	427
Montana Tech	3,000	2,108	2,116	(8)	2,100
Montana State University	17,039	11,971	12,017	(46)	11,925
Northern Montana College	5,802	4,076	4,092	(16)	4,060
University of Montana	14,259	10,018	10,056	(38)	9,980
Vocational Ed., Advisory Council for	524	368	370	(2)	366
Western Montana College	1,639	1,152	1,156	(4)	1,148
ENVIRONMENTAL QUALITY COUNCIL	579	407	408	(1)	406
FISH & GAME, Department of	45,517	31,980	32,102	(122)	31,858
HEALTH & ENVIRONMENTAL SCIENCES, Dept. of	29,408	20,662	20,741	(79)	20,583
HIGHWAYS, Department of	55,320	38,867	39,016	(149)	38,718
INSTITUTIONS, Department of					
Boulder River School and Hospital	9,246	6,496	6,521	(25)	6,471
Center for the Aged	1,315	924	927	(3)	921
Central Office	4,056	2,850	2,861	(11)	2,839
Children's Center	2,713	1,906	1,913	(7)	1,899
Drug Program	976	686	688	(2)	684
Eastmont Training Center	2,209	1,552	1,558	(6)	1,546
Galen State Hospital	4,734	3,326	3,339	(13)	3,313
Mountain View School	2,981	2,094	2,102	(8)	2,086
Pardons, Board of	1,080	759	762	(3)	756
Pine Hills School	5,041	3,542	3,555	(13)	3,529
Prison, State	6,023	4,231	4,248	(17)	4,214
Swan River Youth Forest Camp	1,945	1,367	1,372	(5)	1,362
Veterans' Home	1,168	821	824	(3)	818
Warm Springs State Hospital	12,151	8,537	8,570	(33)	8,504
LABOR AND INDUSTRY, Department of					
Employment Security Division	10,374	7,289	7,316	(27)	7,262
Labor Standards Division	702	493	495	(2)	491
Workmen's Compensation Division	8,764	6,158	6,181	(23)	6,135
LIVESTOCK, Department of	13,882	9,753	9,791	(38)	9,715
JUSTICE, Department of					
Attorney General	2,031	1,427	1,432	(5)	1,422
Crime Control Commission	2,292	1,610	1,616	(6)	1,604
Highway Patrol	17,088	12,006	12,052	(46)	11,960
MILITARY AFFAIRS, Department of					
Adjutant General	3,096	2,175	2,184	(9)	2,166
Civil Defense	1,597	1,122	1,126	(4)	1,118
NATURAL RESOURCES & CONSERVATION, Dept. of	18,585	13,058	13,107	(49)	13,009
PUBLIC SERVICE REGULATION, Department of	1,620	1,138	1,142	(4)	1,134
SOCIAL & REHABILITATION SERVICES, Dept. of	41,492	29,152	29,263	(111)	29,041
OTHER	136,595	95,970	96,337	(367)	95,603
TOTAL	593,355	\$416,885	\$418,476	\$(1,591)	\$415,294

DEPARTMENT OF ADMINISTRATION

GENERAL SERVICES DIVISION

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational - General Services	\$1,426,172	\$ 822,492	\$603,680
Equipment	68,778	68,778	0
Central Administration	24,582	14,177	10,405
Building Use Allowance	<u>127,576</u>	<u>0</u>	<u>127,576</u>
Total	<u>\$1,647,108</u>	<u>\$ 905,447</u>	<u>\$741,661</u>

The General Services Division encompasses those duties assigned the Department of Administration in relation to the maintenance and custodial care of the Capitol Complex buildings and grounds, including the supervision of mailing facilities and allocation of office space. For the purpose of cost allocation, the two percent building use allowance is included in the total cost of the General Services Division.

The Division's cost is allocated on the basis of square feet of usable office space.

MONTANA COST ALLOCATION PLAN

GENERAL SERVICES DIVISION

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION		ROLL FORWARD		Fixed Per
	\$2.91 per sq. ft. Sq. Ft.	Amount	Actual FY74	Adjustment	Agreement FY78
ELECTED OFFICIALS					
Governor	10,741	\$ 31,204	\$ 14,218	\$ 16,986	\$ 48,190
Superintendent of Public Instruction	15,000	43,577	32,503	11,074	54,651
ADMINISTRATION, Department of	13,215	38,392	34,607	3,785	42,177
AGRICULTURE, Department of	0	0	3,583	(3,583)	(3,583)
COMMUNITY AFFAIRS, Department of	600	1,743	0	1,743	3,486
EDUCATION					
Historical Society	77,000	223,696	141,070	82,626	306,322
FISH & GAME, Department of	0	0	2,779	(2,779)	(2,779)
HEALTH & ENVIRONMENTAL, Dept. of	38,782	112,668	57,686	54,982	167,650
INSTITUTIONS, Department of					
Central Office	0	0	7,626	(7,626)	(7,626)
LIVESTOCK, Department of	8,700	25,275	14,477	10,798	36,073
JUSTICE, Department of					
Attorney General	4,004	11,632	7,100	4,532	16,164
NATURAL RESOURCES & CONSERVATION,					
Department of	0	0	21,604	(21,604)	(21,604)
OTHER	87,250	253,474	195,847	57,627	311,101
TOTAL	<u>255,292</u>	<u>\$741,661</u>	<u>\$533,100</u>	<u>\$208,561</u>	<u>\$950,222</u>

DEPARTMENT OF ADMINISTRATION

FIRE AND CASUALTY INSURANCE PREMIUMS—GENERAL FUND

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Premiums General Fund	\$517,144	\$ 0	\$517,144
Central Administration	<u>8,913</u>	<u>0</u>	<u>8,913</u>
Total	<u>\$526,057</u>	<u>\$ 0</u>	<u>\$526,057</u>

Fire and Casualty Insurance Premiums: This is the cost to the state for insurance protection from fire and casualties.

The Insurance Section of the Department of Administration publishes a *Schedule of State Properties* every three years which lists values of all buildings and their contents. The July 1, 1974 report was used to calculate a value for each agency with the exception of agencies located in the Capitol Complex which are not broken down individually. Because of this, it was necessary to assign each of these agencies with a share of the Capitol Complex amount. This was done on the basis of square feet of usable office space.

The value of the premiums was allocated on the basis of coverage per thousand dollars of assessed value.

FIRE AND CASUALTY INSURANCE PREMIUMS—GENERAL FUND

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION \$5.97 Per Thousand Ins. Value FY 76 (\$000) Amount		ROLL FORWARD Actual Adjustment FY 74		Fixed Per Agreement FY 78
ELECTED OFFICIALS					
Governor	\$ 466	\$ 2,783	\$ 2,787	\$(4)	\$ 2,779
Superintendent of Public Instruction	1,213	7,244	7,255	(11)	7,233
ADMINISTRATION, Department of	1,133	6,766	6,776	(10)	6,756
AGRICULTURE, Department of	229	1,368	1,370	(2)	1,366
COMMUNITY AFFAIRS, Department of	452	2,699	2,703	(4)	2,695
EDUCATION					
Deaf and Blind, School for	2,633	15,725	15,747	(22)	15,703
Historical Society	4,619	27,585	27,625	(40)	27,545
FISH & GAME, Department of	1,968	11,753	11,770	(17)	11,736
HEALTH & ENVIRONMENTAL SCIENCES, Dept. of	1,889	11,281	11,297	(16)	11,265
HIGHWAYS, Department of	12,292	73,409	73,514	(105)	73,304
INSTITUTIONS, Department of					
Boulder River School and Hospital	8,537	50,984	51,057	(73)	50,911
Center for the Aged	1,590	9,496	9,509	(13)	9,483
Central Office	639	3,816	3,822	(6)	3,810
Children's Center	2,291	13,682	13,702	(20)	13,662
Eastmont Training Center	506	3,022	3,026	(4)	3,018
Galen State Hospital	6,684	39,917	39,975	(58)	39,859
Mountain View School	1,141	6,814	6,824	(10)	6,804
Pine Hills School	3,486	20,818	20,849	(31)	20,787
Prison, State	4,391	26,224	26,261	(37)	26,187
Swan River Youth Forest Camp	573	3,422	3,427	(5)	3,417
Veterans' Home	1,781	10,636	10,652	(16)	10,620
Warm Springs State Hospital	13,350	79,727	79,842	(115)	79,612
LABOR AND INDUSTRY, Department of					
Employment Security Division	2,645	15,796	15,819	(23)	15,773
LIVESTOCK, Department of	474	2,831	2,835	(4)	2,827
JUSTICE, Department of					
Attorney General	232	1,386	1,387	(1)	1,385
Highway Patrol	87	520	520	0	520
MILITARY AFFAIRS, Department of					
Adjutant General	4,478	26,743	26,781	(38)	26,705
NATURAL RESOURCES & CONSERVATION, Dept. of	1,541	9,203	9,216	(13)	9,190
SOCIAL & REHABILITATION SERVICES, Dept. of	181	1,081	1,082	(1)	1,080
OTHER	6,585	39,326	39,383	(57)	39,269
TOTAL	\$88,086	\$526,057	\$526,813	\$(756)	\$525,301

FIRE AND CASUALTY INSURANCE PREMIUMS—UNIVERSITY MILLAGE FUND

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Premiums-University Millage Fund	\$273,547	\$ 0	\$273,547
Central Administration	<u>4,715</u>	<u>0</u>	<u>4,715</u>
Total	<u>\$278,262</u>	<u>\$ 0</u>	<u>\$278,262</u>

Fire and Casualty Insurance Premiums: This is the cost to the state for insurance protection from fire and casualties. The units of the University System are allocated the costs of the premium paid from the University Millage Fund. This is a different rate and is allocated separately from the General Fund premiums.

The value of the premiums was allocated on the basis of coverage per thousand dollars of assessed value.

MONTANA COST ALLOCATION PLAN

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FIRE AND CASUALTY INSURANCE UNIVERSITY MILLAGE FUND

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION		ROLL FORWARD		Fixed Per Agreement
	\$1.66 Per Thousand				
	Ins. Value	FY 76	Actual		
	(\$000)	Amount	FY 74	Adjustment	
EDUCATION					
Agricultural Experiment Station	\$ 1,578	\$ 2,615	\$ 2,278	\$ 337	\$ 2,952
Cooperative Extension Service	259	429	374	55	484
Eastern Montana College	18,853	31,242	27,215	4,027	35,269
Montana Tech	8,243	13,660	11,899	1,761	15,421
Montana State University	62,895	104,227	90,790	13,437	117,664
Northern Montana College	12,331	20,434	17,800	2,634	23,068
University of Montana	54,350	90,066	78,456	11,610	101,676
Western Montana College	9,407	15,589	13,579	2,010	17,599
TOTAL	\$167,916	\$278,262	\$242,391	\$35,871	\$314,133

DEPARTMENT OF ADMINISTRATION

MANAGEMENT SYSTEMS DIVISION

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational - Management Systems	\$153,662	\$ 0	\$153,662
Operational - Records Management	69,789	5,711	64,078
Equipment	42,677	42,677	0
Central Administration	<u>3,851</u>	<u>98</u>	<u>3,753</u>
Total	<u>\$269,979</u>	<u>\$ 48,486</u>	<u>\$221,493</u>

The Management Systems Division of the Department of Administration is responsible for development and updating of the computer software for the Statewide Budgeting and Accounting System. Statewide Records Management was transferred to the Management Systems Division from the General Services Division.

The Division's costs are allocated on the basis of accounting transactions per agency.

MONTANA COST ALLOCATION PLAN

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MANAGEMENT SYSTEMS DIVISION

AGENCIES RECEIVING SERVICE	COST ALLOCATION \$.37 Per Transaction		ROLL FORWARD		Fixed Per Agreement FY76
	Accounting Transactions	FY78 Amount	Actual FY74	Adjustment	
ELECTED OFFICIALS					
Governor	\$ 7,906	\$ 2,951	\$ 311	\$ 2,640	\$ 5,591
Superintendent of Public Instruction	29,404	10,976	1,019	9,957	20,933
ADMINISTRATION, Department of	25,493	9,516	855	8,661	18,177
AGRICULTURE, Department of	6,744	2,518	477	2,041	4,559
COMMUNITY AFFAIRS, Department of	12,123	4,526	803	3,723	8,249
EDUCATION					
Agricultural Experiment Station	7,908	2,952	2,102	850	3,802
Cooperative Extension Service	1,399	522	1,285	(763)	(241)
Deaf and Blind, School for	3,381	1,262	512	750	2,012
Eastern Montana College	4,926	1,839	2,032	(193)	1,646
Commissioner of Higher Education	828	309	29	280	589
Historical Society	3,654	1,364	211	1,153	2,517
Library Commission	2,135	797	151	646	1,443
Montana Arts Council	611	228	17	211	439
Montana Tech	3,000	1,120	1,026	94	1,214
Montana State University	17,039	6,361	5,940	421	6,782
Northern Montana College	5,802	2,166	994	1,172	3,338
University of Montana	14,259	5,323	7,299	(1,976)	3,347
Vocational Ed., Advisory Council for	524	196	13	183	379
Western Montana College	1,639	612	741	(129)	483
ENVIRONMENTAL QUALITY COUNCIL	579	216	58	158	374
FISH AND GAME, Department of	45,517	16,991	3,034	13,957	30,948
HEALTH AND ENVIRONMENTAL SCIENCES, Dept. of	29,408	10,978	1,955	9,023	20,001
HIGHWAYS, Department of	55,320	20,651	14,243	6,408	27,059
INSTITUTIONS, Department of					
Boulder River School and Hospital	9,246	3,452	3,746	(294)	3,158
Center for the Aged	1,315	491	248	243	734
Central Office	4,056	1,514	553	961	2,475
Children's Center	2,713	1,013	585	428	1,441
Drug Program	976	365	174	191	556
Eastmont Training Center	2,209	825	192	633	1,458
Galen State Hospital	4,734	1,767	1,588	179	1,946
Mountain View School	2,981	1,113	444	669	1,782
Pardons, Board of	1,080	403	183	220	623
Pine Hills School	5,041	1,882	829	1,053	2,935
Prison, State	6,023	2,249	1,584	665	2,914
Swan River Youth Forest Camp	1,945	726	141	585	1,311
Veterans' Home	1,168	436	344	92	528
Warm Springs State Hospital	12,151	4,536	5,637	(1,101)	3,435
LABOR AND INDUSTRY, Department of					
Employment Security Division	10,374	3,873	3,044	829	4,702
Labor Standards Division	702	263	107	156	419
Workmen's Compensation Division	8,764	3,272	855	2,417	5,689
LIVESTOCK, Department of	13,882	5,182	821	4,361	9,543
JUSTICE, Department of					
Attorney General	2,031	758	109	649	1,407
Crime Control Commission	2,292	856	228	628	1,484
Highway Patrol	17,088	6,379	2,187	4,192	10,571
MILITARY AFFAIRS, Department of					
Adjutant General	3,096	1,156	374	782	1,938
Civil Defense	1,597	596	196	400	996
NATURAL RESOURCES AND CONSERVATION, Dept. of	18,585	6,938	2,230	4,708	11,646
PUBLIC SERVICE REGULATION, Department of	1,620	605	174	431	1,036
SOCIAL AND REHABILITATION SERVICES, Dept. of	41,492	15,489	6,602	8,887	24,376
OTHER	136,595	50,980	9,207	41,773	92,753
TOTAL	\$593,355	\$221,493	\$ 87,489	\$134,004	\$355,497

PERSONNEL AND LABOR RELATIONS

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational—Personnel	\$402,299	\$ 92,838	\$309,461
Operational— Labor Relations	96,223	0	96,223
Equipment	2,752	2,752	0
Local Assistance & Grants	42,110	42,110	0
Central Administration	<u>8,592</u>	<u>1,597</u>	<u>6,995</u>
Total	<u>\$551,976</u>	<u>\$139,297</u>	<u>\$412,679</u>

The Personnel Division of the Department of Administration is responsible for development and implementation of a statewide personnel system and a formal labor relations program. Allowable costs consist of state supported costs of the statewide personnel system.

Costs are allocated on the basis of Full Time Equivalent (F.T.E.) employees per agency.

MONTANA COST ALLOCATION PLAN

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PERSONNEL AND LABOR RELATIONS

AGENCIES RECEIVING SERVICE	COST ALLOCATION \$27.11 Per F.T.E.		ROLL FORWARD		Fixed Per Agreement FY76
	No. of F.T.E.'s	Amount	Actual FY74	Adjustment	
ELECTED OFFICIALS					
Governor	70.85	\$ 1,921	\$ 671	\$ 1,250	\$ 3,171
Superintendent of Public Instruction	167.00	4,527	2,199	2,328	6,855
ADMINISTRATION, Department of	167.94	4,553	1,843	2,710	7,263
AGRICULTURE, Department of	73.65	1,997	1,030	967	2,964
COMMUNITY AFFAIRS, Department of	154.02	4,176	1,733	2,443	6,619
EDUCATION					
Agricultural Experiment Station	315.00	8,540	4,540	4,000	12,540
Cooperative Extension Service	177.06	4,800	2,775	2,025	6,825
Deaf and Blind, School for	92.81	2,516	1,105	1,411	3,927
Eastern Montana College	400.69	10,863	4,388	6,475	17,338
Commissioner of Higher Education	20.00	542	63	479	1,021
Historical Society	39.05	1,059	455	604	1,663
Library Commission	24.66	668	325	343	1,011
Montana Arts Council	4.00	108	36	72	180
Montana Tech	184.58	5,004	2,214	2,790	7,794
Montana State University	1,185.76	32,147	12,824	19,323	51,470
Northern Montana College	150.44	4,079	2,145	1,934	6,013
University of Montana	1,319.13	35,763	15,758	20,005	55,768
Vocational Ed., Advisory Council for	2.03	55	27	28	83
Western Montana College	95.78	2,597	1,599	998	3,595
ENVIRONMENTAL QUALITY COUNCIL	5.00	136	125	11	147
FISH & GAME, Department of	459.28	12,451	6,552	5,899	18,350
HEALTH & ENVIRONMENTAL SCIENCES, Department of	320.84	8,698	4,220	4,478	13,176
HIGHWAYS, Department of	2,178.01	59,048	30,748	28,300	87,348
INSTITUTIONS, Department of					
Boulder River School and Hospital	760.40	20,615	8,088	12,527	33,142
Center for the Aged	62.56	1,696	535	1,161	2,857
Central Office	165.27	4,481	1,192	3,289	7,770
Children's Center	5.00	136	1,263	(1,127)	(991)
Drug Program	29.76	807	376	431	1,238
Eastmont Training Center	31.11	843	413	430	1,273
Galen State Hospital	294.00	7,971	3,429	4,542	12,513
Mountain View School	74.42	2,018	958	1,060	3,078
Pardons, Board of	3.00	81	394	(313)	(232)
Pine Hills School	118.50	3,213	1,790	1,423	4,636
Prison, State	235.75	6,391	3,419	2,972	9,363
Swan River Youth Forest Camp	25.33	687	304	383	1,070
Veterans' Home	48.80	1,323	742	581	1,904
Warm Springs State Hospital	1,227.13	33,268	12,170	21,098	54,366
LABOR AND INDUSTRY, Department of					
Employment Security Division	590.73	16,015	6,573	9,442	25,457
Labor Standards Division	35.56	964	230	734	1,698
Workmen's Compensation Division	151.72	4,113	1,847	2,266	6,379
LIVESTOCK, Department of	132.21	3,584	1,773	1,811	5,395
JUSTICE, Department of					
Attorney General	15.00	407	235	172	579
Crime Control Commission	55.75	1,511	492	1,019	2,530
Highway Patrol	309.87	8,401	4,723	3,678	12,079
MILITARY AFFAIRS, Department of					
Adjutant General	43.46	1,178	806	372	1,550
Civil Defense	31.64	858	422	436	1,294
NATURAL RESOURCES AND CONSERVATION, Dept. of	463.84	12,575	4,815	7,760	20,335
PUBLIC SERVICE REGULATION, Department of	33.00	895	376	519	1,414
SOCIAL AND REHABILITATION SERVICES, Dept. of	1,051.90	28,518	14,253	14,265	42,783
OTHER	1,618.62	43,882	19,876	24,006	67,888
TOTAL	15,221.91	\$412,679	\$188,869	\$223,810	\$636,489

PURCHASING DIVISION

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational	\$207,253	\$ 0	\$207,253
Equipment	2,186	2,186	0
Central Administration	<u>3,572</u>	<u>0</u>	<u>3,572</u>
Total	<u>\$213,011</u>	<u>\$ 2,186</u>	<u>\$210,825</u>

The Purchasing Division of the Department of Administration provides a centralized operation for obtaining services, supplies, and materials for all state agencies. It advertises and obtains competitive bids from various vendors in order to get the maximum value for each dollar expended.

Costs are allocated on the basis of the number of requisitions processed for an agency.

MONTANA COST ALLOCATION PLAN

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PURCHASING DIVISION

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION		ROLL FORWARD		Fixed Per
	\$18.88 Per Requisition		Actual		Agreement
	Transactions	Amount	FY74	Adjustment	FY7B
ELECTED OFFICIALS					
Governor	77	\$ 1,454	\$ 735	\$ 719	\$ 2,173
Superintendent of Public Instruction	144	2,719	1,702	1,017	3,736
ADMINISTRATION, Department of	295	5,570	2,941	2,629	8,199
AGRICULTURE, Department of	114	2,152	1,522	630	2,782
COMMUNITY AFFAIRS, Department of	174	3,286	5,843	(2,557)	729
EDUCATION					
Agricultural Experiment Station	487	9,196	6,926	2,270	11,466
Cooperative Extension Service	49	925	593	332	1,257
Deaf and Blind, School for	87	1,642	1,199	443	2,085
Eastern Montana College	198	3,738	3,405	333	4,071
Commissioner of Higher Education	24	453	258	195	648
Historical Society	84	1,586	787	799	2,385
Library Commission	43	812	593	219	1,031
Montana Arts Council	5	94	64	30	124
Montana Tech	194	3,663	2,193	1,470	5,133
Montana State University	1,213	22,905	14,059	8,846	31,751
Northern Montana College	309	5,835	5,585	250	6,085
University of Montana	652	12,311	12,563	(252)	12,059
Vocational Ed., Advisory Council for	6	113	39	74	187
Western Montana College	67	1,265	619	646	1,911
ENVIRONMENTAL QUALITY COUNCIL	7	132	297	(165)	(33)
FISH & GAME, Department of	542	10,234	8,835	1,399	11,633
HEALTH & ENVIRONMENTAL SCIENCES, Dept. of	424	8,006	7,094	912	8,918
HIGHWAYS, Department of	1,547	29,211	17,283	11,928	41,139
INSTITUTIONS, Department of					
Boulder River School and Hospital	323	6,099	3,727	2,372	8,471
Center for the Aged	57	1,076	632	444	1,520
Central Office	127	2,398	1,058	1,340	3,738
Children's Center	0	0	967	(967)	(967)
Drug Program	0	0	284	(284)	(284)
Eastmont Training Center	54	1,020	490	530	1,550
Galen State Hospital	141	2,662	1,509	1,153	3,815
Mountain View School	103	1,945	967	978	2,923
Pardons, Board of	53	1,000	335	665	1,665
Pine Hills School	121	2,285	1,535	750	3,035
Prison, State	232	4,380	3,818	562	4,942
Swan River Youth Forest Camp	39	736	503	233	969
Veterans' Home	61	1,151	1,199	(48)	1,103
Warm Springs State Hospital	389	7,345	4,282	3,063	10,408
LABOR AND INDUSTRY, Department of					
Employment Security Division	323	6,099	2,760	3,339	9,438
Labor Standards Division	38	717	374	343	1,060
Workmen's Compensation Division	110	2,077	1,445	632	2,709
LIVESTOCK, Department of	80	1,510	658	852	2,362
JUSTICE, Department of					
Attorney General	42	793	181	612	1,405
Crime Control Commission	50	944	529	415	1,359
Highway Patrol	327	6,174	3,341	2,833	9,007
MILITARY AFFAIRS, Department of					
Adjutant General	77	1,454	1,573	(119)	1,335
Civil Defense	34	642	245	397	1,039
NATURAL RESOURCES & CONSERVATION, Dept. of	443	8,365	4,592	3,773	12,138
PUBLIC SERVICE REGULATION, Department of	43	811	335	476	1,287
SOCIAL & REHABILITATION SERVICES, Dept. of	295	5,570	3,289	2,281	7,851
OTHER	861	16,270	12,937	3,333	19,603
TOTAL	11,165	\$210,825	\$148,700	\$ 62,125	\$272,950

STATE AUDITOR

MANAGEMENT AND CONTROL PROGRAM

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational (Including Central Payroll)	\$430,189	\$ 75,000	\$355,189
Equipment	9,655	9,655	0
Administrative Support	<u>93,569</u>	<u>45,452</u>	<u>48,117</u>
Total	<u>\$533,413</u>	<u>\$130,107</u>	<u>\$403,306</u>

The primary objective of the Management and Control Program of the State Auditor is to issue and mail all state warrants, and supervise and control the Central Payroll System. Since agencies, other than General Fund agencies, pay a direct charge for Central Payroll, these costs have been deleted from the agency allocations.

Costs are allocated on the basis of the number of warrants issued for each agency less payroll service fees.

STATE AUDITOR

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION \$.382 Per Warrant ¹		ROLL FORWARD		Fixed Per Agreement FY78
	Transaction	Amount	Actual FY74	Adjustment	
ELECTED OFFICIALS					
Governor	4,069	\$ 1,484	\$ 926	\$ 558	\$ 2,042
Superintendent of Public Instruction	11,249	3,873	3,426	447	4,320
ADMINISTRATION, Department of	8,501	1,776	1,959	(183)	1,593
AGRICULTURE, Department of	4,296	1,519	2,135	(616)	903
COMMUNITY AFFAIRS, Department of	7,151	2,337	1,589	748	3,085
EDUCATION					
Agricultural Experiment Station	13,249	5,857	4,943	914	6,771
Cooperative Extension Service	7,413	3,277	2,044	1,233	4,510
Deaf and Blind, School for	3,527	1,559	1,155	404	1,963
Eastern Montana College	29,531	13,054	6,494	6,560	19,614
Commissioner of Higher Education	1,019	445	177	268	713
Historical Society	3,042	1,060	705	355	1,415
Library Commission	1,775	668	686	(18)	650
Montana Arts Council	696	305	244	61	366
Montana Tech	12,943	5,721	3,310	2,411	8,132
Montana State University	33,414	14,770	12,410	2,360	17,130
Northern Montana College	12,277	5,427	3,715	1,712	7,139
University of Montana	17,947	7,933	13,679	(5,746)	2,187
Vocational Ed., Advisory Council for	268	93	82	11	104
Western Montana College	8,563	3,785	2,073	1,712	5,497
ENVIRONMENTAL QUALITY COUNCIL	296	131	248	(117)	14
FISH & GAME, Department of	47,091	20,816	15,990	4,826	25,642
HEALTH & ENVIRONMENTAL SCIENCES, Dept. of	15,708	4,778	4,501	277	5,055
HIGHWAYS, Department of	79,349	10,521	4,304	6,217	16,738
INSTITUTIONS, Department of					
Boulder River School and Hospital	5,052	2,069	5,629	(3,560)	(1,491)
Center for the Aged	4,572	2,021	523	1,498	3,519
Central Office	24,362	10,549	1,733	8,816	19,365
Children's Center	124	55	1,109	(1,054)	(999)
Drug Program	1,001	313	(94)	407	720
Eastmont Training Center	1,183	501	409	92	593
Galen State Hospital	8,788	3,885	2,623	1,262	5,147
Mountain View School	2,992	1,215	996	219	1,434
Pardons, Board of	133	59	541	(482)	(423)
Pine Hills School	4,046	1,587	1,517	70	1,657
Prison, State	8,025	3,195	2,953	242	3,437
Swan River Youth Forest Camp	1,227	467	348	119	586
Veterans' Home	1,727	763	(1,119)	1,882	2,645
Warm Springs State Hospital	32,817	14,349	8,283	6,066	20,415
LABOR AND INDUSTRY, Department of					
Employment Security Division	17,788	5,496	6,609	(1,113)	4,383
Labor Standards Division	2,242	858	324	534	1,392
Workmen's Compensation Division	38,688	13,489	7,833	5,656	19,145
LIVESTOCK, Department of	6,117	1,326	1,915	(589)	737
JUSTICE, Department of					
Attorney General	9,907	680	127	553	1,233
Crime Control Commission	4,295	1,899	1,133	766	2,665
Highway Patrol	8,009	3,540	3,225	315	3,855
MILITARY AFFAIRS, Department of					
Adjutant General	3,138	1,269	2,433	(1,164)	105
Civil Defense	1,768	593	514	79	672
NATURAL RESOURCES & CONSERVATION, Dept. of	18,081	5,619	351	5,268	10,887
PUBLIC SERVICE REGULATION, Department of	1,787	790	447	343	1,133
SOCIAL & REHABILITATION SERVICES, Dept. of	174,922	67,234	30,210	37,024	104,258
OTHER	349,094	148,296	136,098	12,198	160,494
TOTAL	1,055,259	\$403,306	\$303,465	\$ 99,841	\$503,147

¹ Total payroll service fees were added to allowable cost prior to distribution of cost and then each agency's actual payroll service fee payments were removed.

BUDGET AND PROGRAM PLANNING

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational	\$553,339	\$408,475 ¹	\$144,864
Equipment	8,291	8,291 ²	0
Director's Office	<u>106,241</u>	<u>78,405³</u>	<u>27,836</u>
Total	<u>\$667,871</u>	<u>\$495,171</u>	<u>\$172,700</u>

The Governor's Office of Budget and Program Planning assists in the preparation and administration of the state budget. The agency also assists in the development and evaluation of alternative program plans for the provision of state government services.

Allowable costs were determined by the percentage of appropriated agency operating expenses from federal sources (24%) and the percentage of budget office time spent processing budget addition requests due to federal funding (20%).

Costs are allocated on the basis of agency appropriated budgets.

¹ Non-allowable funds consist of federal funds expended, general cost to maintain the A-95 Clearinghouse function, General Fund support for the Human Services and Mental Health/Mental Retardation Coordinator projects, and 56% of the remaining operational expenses.

² Includes \$320 for clearinghouse function.

³ Non-allowable funds consist of pro-rated amounts for Human Services, Mental Health/Mental Retardation Coordinator and the A-95 Clearinghouse. Also included as non-allowable is 56% of the remaining pro-rated allocation to Budget and Program Planning.

MONTANA COST ALLOCATION PLAN

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BUDGET AND PROGRAM PLANNING

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION		ROLL FORWARD		Fixed Per
	\$497.89 Per Million				Agreement
	Budget (\$000,000)	FY76 Amount	Actual FY74	Adjustment	FY78
ELECTED OFFICIALS					
Governor	\$ 2.31	\$ 1,150	\$ 221	\$ 929	\$ 2,079
Superintendent of Public Instruction	3.31	1,647	20,475	(18,828)	(17,181)
ADMINISTRATION, Department of	10.19	5,072	556	4,516	9,588
AGRICULTURE, Department of	1.56	776	318	458	1,234
COMMUNITY AFFAIRS, Department of	3.28	1,632	759	873	2,505
EDUCATION					
Agricultural Experiment Station	3.18	1,583	1,212	371	1,954
Cooperative Extension Service	1.02	508	690	(182)	326
Deaf and Blind, School for	1.23	612	246	366	978
Eastern Montana College	5.62	2,797	1,111	1,686	4,483
Commissioner of Higher Education	.62	309	480	(171)	138
Historical Society	1.05	523	193	330	853
Library Commission	.53	264	159	105	369
Montana Arts Council	.07	35	11	24	59
Montana Tech	2.12	1,055	575	480	1,535
Montana State University	18.34	9,128	3,777	5,351	14,479
Northern Montana College	2.46	1,224	553	671	1,895
University of Montana	19.31	9,610	4,149	5,461	15,071
Vocational Ed., Advisory Council for	.06	30	14	16	46
Western Montana College	1.65	821	352	469	1,290
ENVIRONMENTAL QUALITY COUNCIL	.14	70	59	11	81
FISH AND GAME, Department of	9.25	4,604	2,150	2,454	7,058
HEALTH & ENVIRONMENTAL SCIENCES, Dept. of	7.96	3,962	2,337	1,625	5,587
HIGHWAYS, Department of	117.18	58,320	24,213	34,107	92,427
INSTITUTIONS, Department of					
Boulder River School and Hospital	8.93	4,444	1,254	3,190	7,634
Center for the Aged	.71	353	100	253	606
Central Office	3.28	1,632	486	1,146	2,778
Children's Center	.09	45	229	(184)	(139)
Drug Program	.46	229	173	56	285
Eastmont Training Center	.38	189	64	125	314
Galen State Hospital	3.92	1,951	623	1,328	3,279
Mountain View School	1.00	498	179	319	817
Pardons, Board of	.06	30	109	(79)	(49)
Pine Hills School	1.81	901	363	538	1,439
Prison, State	5.93	2,951	1,136	1,815	4,766
Swan River Youth Forest Camp	.47	234	75	159	393
Veterans' Home	.67	333	106	227	560
Warm Springs State Hospital	13.49	6,714	2,141	4,573	11,287
LABOR AND INDUSTRY, Department of					
Employment Security Division	8.03	3,996	7,281	(3,285)	711
Labor Standards Division	.66	328	75	253	581
Workmen's Compensation Division	2.65	1,319	2,655	(1,336)	(17)
LIVESTOCK, Department of	2.17	1,080	444	636	1,716
JUSTICE, Department of					
Attorney General	2.58	1,284	84	1,200	2,484
Crime Control Commission	1.03	513	190	323	836
Highway Patrol	6.23	3,101	1,326	1,775	4,876
MILITARY AFFAIRS, Department of					
Adjutant General	.86	428	232	196	624
Civil Defense	.47	234	81	153	387
NATURAL RESOURCES & CONSERVATION, Dept. of	7.83	3,897	1,549	2,348	6,245
PUBLIC SERVICE REGULATION, Department of	.74	368	109	259	627
SOCIAL & REHABILITATION SERVICES, Dept. of	14.60	7,266	8,294	(1,028)	6,238
OTHER	45.51	22,650	21,318	1,332	23,982
TOTAL	\$347.00	\$172,700	\$115,286	\$ 67,414	\$230,114

OFFICE OF BUDGET AND PROGRAM PLANNING

STATE CLEARINGHOUSE

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational	\$25,594	\$ 8,898	\$16,696
Director's Office	<u>4,866</u>	<u>1,692</u>	<u>3,174</u>
Total	<u>\$30,460</u>	<u>\$10,590</u>	<u>\$19,870</u>

The State Clearinghouse of the Office of Budget and Program Planning is responsible for fulfilling the requirements of Office of Management and Budget Circular A-95 and the state's Federal Assistance Management Act, Sections 79-2701 through 79-2709, R.C.M. 1947. The program performs staff analysis of A-95 project notifications originated by state agencies and local public and non-profit agencies, and monitors a review and comment process.

Allowable costs consist of review activities directly related to state agency applicants.

Cost are allocated on the basis of the number of project applications originating in each agency.

MONTANA COST ALLOCATION PLAN

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STATE CLEARINGHOUSE

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION		ROLL FORWARD		Fixed Per
	Transactions	\$59.49 Per Project Amount	Actual FY74	Adjustment	Agreement FY78
ELECTED OFFICIALS					
Governor	13	\$ 773	\$ 386	\$ 387	\$ 1,160
COMMUNITY AFFAIRS, Department of	7	416	540	(124)	292
EDUCATION					
Library Commission	2	119	308	(189)	(70)
Montana State University	1	60	77	(17)	43
University of Montana	0	0	77	(77)	(77)
FISH & GAME, Department of	10	595	2,313	(1,178)	(583)
HEALTH & ENVIRONMENTAL SCIENCES, Dept. of	25	1,487	2,468	(981)	506
HIGHWAYS, Department of	212	12,612	4,010	8,602	21,214
INSTITUTIONS, Department of	5	298	0	298	596
Drug Program	0	0	77	(77)	(77)
JUSTICE, Department of	1	60	0	60	120
Crime Control Commission	6	357	694	(337)	20
NATURAL RESOURCES & CONSERVATION, Department of	3	178	154	24	202
SOCIAL & REHABILITATION SERVICES, Department of	37	2,201	3,547	(1,346)	855
OTHER	12	714	462	252	966
TOTAL	334	\$19,870	\$15,113	\$ 5,297	\$25,167

ADMINISTRATION PROGRAM

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational	\$601,116	\$ 44,068	\$557,048
Equipment	<u>5,401</u>	<u>5,401</u>	<u>0</u>
Total	<u>\$606,517</u>	<u>\$ 49,469</u>	<u>\$557,048</u>

The Commissioner of Higher Education of the Montana University System acts as secretary to the University Board of Regents on matters pertaining to higher education and is a coordinating office for the Montana University System.

Allowable costs consist of those items directly attributable to the administration of Montana's six university units. Approximately one quarter of the commissioners salary and travel have attributed to general support of the Board of Regents and are therefore a general cost of government.

Costs are allocated on the basis of the operating budgets of each of the units as a percentage of the total.

COMMISSIONER OF HIGHER EDUCATION

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION \$10,070 Per Million		Actual FY74	Adjustment	Fixed Per Agreement FY78
	Budget (\$000,000)	FY76 Amount			
EDUCATION					
Agricultural Experiment Station	3.03	\$ 30,510	\$ 10,260	\$ 20,250	\$ 50,760
Cooperative Extension Service	1.40	14,098	5,839	8,259	22,357
Eastern Montana College	5.42	54,578	9,409	46,169	99,747
Montana Tech	2.05	20,642	4,870	15,772	36,414
Montana State University	22.45	226,062	31,987	194,075	420,137
Northern Montana College	2.38	23,966	4,681	19,285	43,251
University of Montana	17.06	171,786	35,131	136,655	308,441
Western Montana College	1.53	15,406	2,979	12,427	27,833
TOTAL	<u>55.32</u>	<u>\$557,048</u>	<u>\$105,156</u>	<u>\$451,892</u>	<u>\$1,008,940</u>

STATE TREASURER

STATE TREASURER

COST ALLOCATION

Actual Fiscal Year 1976

	Total Cost	Not Allowable	Allowable
Operational	<u>\$126,294</u>	<u>\$56,447</u>	<u>\$69,847</u>
Total	<u>\$126,294</u>	<u>\$56,447</u>	<u>\$69,847</u>

The State Treasurer is charged with the responsibility for the custody and accountability of all monies and securities belonging to or held in trust by the State of Montana. In general terms, the Treasurer provides agencies with banking services at the lowest possible cost. The primary service function, however, is the payment of agencies' warrants.

To determine allowable costs, an analysis was made of the various duties of each employee and the relationship these duties had to agency service. It was determined that 4.90 of a 8.86 employee work force were allowable costs.

Costs are allocated on the basis of the number of warrants issued for each agency.

MONTANA COST ALLOCATION PLAN

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STATE TREASURER

AGENCIES RECEIVING SERVICE	COST DISTRIBUTION		ROLL FORWARD		Fixed Per
	\$.0711 Per Warrant		Actual		Agreement
	Transactions	Amount	FY74	Adjustment	FY78
ELECTED OFFICIALS					
Governor	3,824	\$ 272	\$ 140	\$ 132	\$ 404
Superintendent of Public Instruction	10,890	775	648	127	902
ADMINISTRATION, Department of	7,255	516	429	87	603
AGRICULTURE, Department of	6,415	456	369	87	543
COMMUNITY AFFAIRS, Department of	5,262	374	300	74	448
EDUCATION					
Agriculture Experiment Station	12,275	873	747	126	999
Cooperative Extension Service	5,350	381	309	72	453
Deaf and Blind, School for	3,153	224	175	49	273
Eastern Montana College	17,422	1,239	981	258	1,497
Commissioner of Higher Education	579	41	27	14	55
Historical Society	2,369	169	132	37	206
Library Commission	1,964	140	103	37	177
Montana Arts Council	651	46	37	9	55
Montana Tech	8,108	577	500	77	654
Montana State University	11,005	783	1,875	(1,092)	(309)
Northern Montana College	8,848	629	561	68	697
University of Montana	9,758	694	2,067	(1,373)	(679)
Vocational Ed., Advisory Council for	212	15	15	0	15
Western Montana College	4,910	349	313	36	385
ENVIRONMENTAL QUALITY COUNCIL	263	19	37	(18)	1
FISH & GAME, Department of	45,259	3,219	2,418	801	4,020
HEALTH & ENVIRONMENTAL SCIENCES, Dept. of	16,113	1,146	941	205	1,351
HIGHWAYS, Department of	73,338	5,217	4,457	760	5,977
INSTITUTIONS, Department of					
Boulder River School and Hospital	15,804	1,125	884	241	1,366
Center for the Aged	1,346	96	79	17	113
Central Office	4,632	329	264	65	394
Children's Center	2,893	206	182	24	230
Drug Program	1,374	98	95	3	101
Eastmont Training Center	1,079	77	63	14	91
Galen State Hospital	7,809	555	397	158	713
Mountain View School	2,468	176	159	17	193
Pardons, Board of	1,522	108	86	22	130
Pine Hills School	3,774	268	229	39	307
Prison, State	7,597	540	446	94	634
Swan River Youth Forest Camp	1,160	83	62	21	104
Veterans' Home	1,625	116	103	13	129
Warm Springs State Hospital	23,957	1,705	1,280	425	2,130
LABOR AND INDUSTRY, Department of					
Employment Security Division	15,807	1,124	998	126	1,250
Labor Standards Division	1,468	104	49	55	159
Workmen's Compensation Division	35,802	2,547	1,367	1,180	3,727
LIVESTOCK, Department of	5,467	389	330	59	448
JUSTICE, Department of					
Attorney General	446	32	22	10	42
Crime Control Commission	3,702	263	171	92	355
Highway Patrol	14,833	1,056	901	155	1,211
MILITARY AFFAIRS, Department of					
Adjutant General	4,507	321	368	(47)	274
Civil Defense	1,550	110	96	14	124
NATURAL RESOURCES & CONSERVATION, Dept of	14,785	1,052	822	230	1,282
PUBLIC SERVICE REGULATION, Department of	1,405	100	67	33	133
SOCIAL & REHABILITATION SERVICES, Dept. of	184,921	13,154	6,286	6,868	20,022
OTHER	365,033	25,959	22,279	3,680	29,639
TOTAL	981,989	\$69,847	\$55,666	\$14,181	\$84,028

MONTANA COST ALLOCATION PLAN

SUMMARY

AGENCIES RECEIVING SERVICE	Accounting	General Services	Insurance	Management Systems	Personnel
ELECTED OFFICIALS					
Governor	\$ 5,534	\$ 48,190	\$ 2,779	\$ 5,591	\$ 3,171
Superintendent of Public Instruction	20,580	54,651	7,233	20,933	6,855
ADMINISTRATION, Department of	17,843	42,177	6,756	18,177	7,263
AGRICULTURE, Department of	4,720	(3,583)	1,366	4,559	2,964
COMMUNITY AFFAIRS, Department of	8,484	3,486	2,695	8,249	6,619
EDUCATION					
Agricultural Experiment Station	5,535	0	2,952	3,802	12,540
Cooperative Extension Service	979	0	484	(241)	6,825
Deaf and Blind, School for	2,367	0	15,703	2,012	3,927
Eastern Montana College	3,448	0	35,269	1,646	17,338
Commissioner of Higher Education	580	0	0	589	1,021
Historical Society	2,557	306,322	27,545	2,517	1,663
Library Commission	1,494	0	0	1,443	1,011
Montana Arts Council	427	0	0	439	180
Montana Tech	2,100	0	15,421	1,214	7,794
Montana State University	11,925	0	117,664	6,782	51,470
Northern Montana College	4,060	0	23,068	3,338	6,013
University of Montana	9,980	0	101,676	3,347	55,768
Vocational Ed., Advisory Council for	366	0	0	379	83
Western Montana College	1,148	0	17,599	483	3,595
ENVIRONMENTAL QUALITY COUNCIL	406	0	0	374	147
FISH & GAME, Department of	31,858	(2,779)	11,736	30,948	18,350
HEALTH & ENVIRONMENTAL SCIENCES, Dept. of	20,583	167,650	11,265	20,001	13,176
HIGHWAYS, Department of	38,718	0	73,304	27,059	87,348
INSTITUTIONS, Department of					
Boulder River School and Hospital	6,471	0	50,911	3,158	33,142
Center for the Aged	921	0	9,483	734	2,857
Central Office	2,839	(7,626)	3,810	2,475	7,770
Children's Center	1,899	0	13,662	1,441	(991)
Drug Program	684	0	0	556	1,238
Eastmont Training Center	1,546	0	3,018	1,458	1,273
Galen State Hospital	3,313	0	39,859	1,946	12,513
Mountain View School	2,086	0	6,804	1,782	3,078
Pardons, Board of	756	0	0	623	(232)
Pine Hills School	3,529	0	20,787	2,935	4,636
Prison, State	4,214	0	26,187	2,914	9,363
Swan River Youth Forest Camp	1,362	0	3,417	1,311	1,070
Veterans' Home	818	0	10,620	528	1,904
Warm Springs State Hospital	8,504	0	79,612	3,435	54,366
LABOR AND INDUSTRY, Department of					
Employment Security Division	7,262	0	15,773	4,702	25,457
Labor Standards Division	491	0	0	419	1,698
Workmen's Compensation Division	6,135	0	0	5,689	6,379
LIVESTOCK, Department of	9,715	36,073	2,827	9,543	5,395
JUSTICE, Department of					
Attorney General	1,422	16,164	1,385	1,407	579
Crime Control Commission	1,604	0	0	1,484	2,530
Highway Patrol	11,960	0	520	10,571	12,079
MILITARY AFFAIRS, Department of					
Adjutant General	2,166	0	26,705	1,938	1,550
Civil Defense	1,118	0	0	996	1,294
NATURAL RESOURCES & CONSERVATION, Dept. of	13,009	(21,604)	9,190	11,646	20,335
PUBLIC SERVICE REGULATION, Department of	1,134	0	0	1,036	1,414
SOCIAL & REHABILITATION SERVICES, Dept. of	29,041	0	1,080	24,376	42,783
OTHER	95,603	311,101	39,269	92,753	67,888
TOTAL	\$415,294	\$950,222	\$839,434	\$355,497	\$636,489

FOR FISCAL YEAR ENDING JUNE 30, 1978

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Purchasing	Auditor	Budget & Program Planning	Clearing- House	Commissioner of Higher Education	Treasurer	TOTAL
\$ 2,173	\$ 2,042	\$ 2,079	\$ 1,160	\$ 0	\$ 404	\$ 73,123
3,736	4,320	(17,181)	0	0	902	102,029
8,199	1,593	9,588	0	0	603	112,199
2,782	903	1,234	0	0	543	15,488
729	3,085	2,505	292	0	448	36,592
11,466	6,771	1,954	0	50,760	999	96,779
1,257	4,510	326	0	22,357	453	36,950
2,085	1,963	978	0	0	273	29,308
4,071	19,614	4,483	0	99,747	1,497	187,113
648	713	138	0	0	55	3,744
2,385	1,415	853	0	0	206	345,483
1,031	650	369	(70)	0	177	6,105
124	366	59	0	0	55	1,650
5,133	8,132	1,535	0	36,414	654	78,397
31,751	17,130	14,479	43	420,137	(309)	671,072
6,085	7,139	1,895	0	43,251	697	95,546
12,059	2,187	15,071	(77)	308,441	(679)	507,773
187	104	46	0	0	15	1,180
1,911	5,497	1,290	0	27,833	385	59,741
(33)	14	81	0	0	1	990
11,633	25,642	7,058	(583)	0	4,020	137,883
8,918	5,055	5,587	506	0	1,351	254,092
41,139	16,738	92,427	21,214	0	5,977	403,924
8,471	(1,491)	7,634	0	0	1,366	109,682
1,520	3,519	606	0	0	113	19,753
3,738	19,365	2,778	0	0	394	35,543
(967)	(999)	(139)	596	0	230	14,732
(284)	720	285	(77)	0	101	3,223
1,550	593	314	0	0	91	9,843
3,815	5,147	3,279	0	0	713	70,585
2,923	1,434	817	0	0	193	19,117
1,665	(423)	(49)	0	0	130	2,470
3,035	1,657	1,439	0	0	307	38,325
4,942	3,437	4,766	0	0	634	56,457
969	586	393	0	0	104	9,212
1,103	2,645	560	0	0	129	18,307
10,408	20,415	11,287	0	0	2,130	190,157
9,438	4,383	711	0	0	1,250	68,976
1,060	1,392	581	0	0	159	5,800
2,709	19,145	(17)	0	0	3,727	43,767
2,362	737	1,716	0	0	448	68,816
1,405	1,233	2,484	120	0	42	26,241
1,359	2,665	836	20	0	355	10,853
9,007	3,855	4,876	0	0	1,211	54,079
1,335	105	624	0	0	274	34,697
1,039	672	387	0	0	124	5,630
12,138	10,887	6,245	202	0	1,282	63,330
1,287	1,133	627	0	0	133	6,764
7,851	104,258	6,238	855	0	20,022	236,504
19,603	160,494	23,882	996	0	29,639	841,298
<u>\$272,950</u>	<u>\$503,147</u>	<u>\$230,114</u>	<u>\$ 25,167</u>	<u>\$1,008,940</u>	<u>\$ 84,028</u>	<u>\$5,321,282</u>

APPENDIX

STATE CENTRALIZED SERVICES BILLED DIRECTLY TO AGENCIES**DEPARTMENT OF ADMINISTRATION—Data Processing**

The Data Processing Division of the Department of Administration satisfies the data processing needs of most state agencies on a centralized basis.

A cost accounting system has been developed over the past several years to provide funding for the program by charging for services performed. There are four cost centers used for determining the amount chargeable to agencies for services: (1) Personal Services: Services performed by an employee in which no equipment is required, e.g. programming, systems analysis, clerical, etc. Rates are determined from direct salary costs and indirect overhead costs. (2) Processing Services: Services performed by an employee on which data processing equipment is used, e.g. keypunching, computer processing, etc. Rates are determined from direct salary costs, indirect overhead costs, and supply costs. (3) Supplies: Data processing cards, continuous forms, computer ribbons, magnetic tape, etc., which are used directly to produce data for a user are charged to the user on the basis of direct cost plus indirect overhead costs. (4) Equipment: Charged directly to the user when it is installed for their use only. Rates are determined from direct equipment costs plus indirect overhead costs.

DEPARTMENT OF ADMINISTRATION—Duplicating/Printing

The Department of Administration provides duplicating and printing services to state agencies and bills them directly on a cost basis.

DEPARTMENT OF ADMINISTRATION—Interagency Mail Service

The Department of Administration provides a mail service to state agencies. The U.S. Postal Service pays the Department for handling incoming and outgoing postage mail, and the Department bills agencies for delivery of "deadhead" mail between agencies on the basis of time/motion studies based on volume of mail, handling time, and miles traveled.

DEPARTMENT OF ADMINISTRATION—Telephone Usage

The Department of Administration has centralized the billing function for telephones and pro rates the cost to state agencies.

DEPARTMENT OF ADMINISTRATION—Merit System Council

The Merit System Council was established in Montana to provide personnel assistance to the Departments of Health, Social and Rehabilitation Services, Labor (Employment Security Division), and Military Affairs. Each of the participating agencies contribute funds for the operation of the Merit System Council based on the respective number of employees included under the System's program.

DEPARTMENT OF ADMINISTRATION—Public Employees' Retirement System

The Public Employees' Retirement System was created for the purpose of providing a system whereby employees who become superannuated or incapacitated may, without hardship or prejudice, be replaced

DEPARTMENT OF ADMINISTRATION—Public Employees' Retirement System (Continued)

by more capable employees, and to that end, provide a retirement system consisting of retirement compensation and death benefits. Each agency within the state is required to pay into the system an amount equal to 5.5% of each employee's gross salary.

P.E.R.S. also administers specialized retirement programs for Game Wardens, Judges, Highway Patrol, and Volunteer Firemen of unincorporated areas. Each agency benefiting from these programs are also billed directly for participation.

DEPARTMENT OF ADMINISTRATION—Teachers' Retirement System

The Teachers' Retirement System was established to provide adequate retirement, disability, and survivor benefits to teachers within the State of Montana.

An employer's contribution to this program is 6.25% of the employee's gross income.

AUDITOR—Centralized Payroll

Centralized payroll was established for the purpose of consolidating payroll accounting for all agencies. Its function is to collect salary data, prepare payrolls and produce federal and state earnings statements.

The cost of operating this program is assumed, in part, by a General Fund appropriation and partly from a dollar charge per employee per month for all employees whose salaries are paid from funds other than the General Fund.

DEPARTMENT OF HIGHWAYS—State Motor Pool

The State Motor Pool maintains an adequate fleet of state-owned vehicles of various types in order to satisfy the transportation requirements of all state agencies. Vehicles are maintained in the best possible condition and billed at various rates determined by the type of vehicle used.

DEPARTMENT OF INTERGOVERNMENTAL RELATIONS—Aeronautics Commission

The Aeronautics Commission provides air transportation for state officials, using the state-owned planes on an availability basis.

The cost for this service is charged directly to the using agency. To arrive at the amount which is to be charged for the use of their planes, the Commission determines their rates based on four factors: Cost per day for use of the plane; cost per mile; pilots' costs; and per diem cost for the pilot. The cost per day and per mile varies depending upon the type of aircraft being used.

DEPARTMENT OF LABOR—Workers' Compensation Division

The Workmen's Compensation Division is responsible for the enforcement of Montana's Workmen's Compensation Act which includes industrial safety, rehabilitation of injured workmen, and compensation for injured and disabled workmen. Direct billing rates on seventeen categories of employees vary according to experience ratings.

